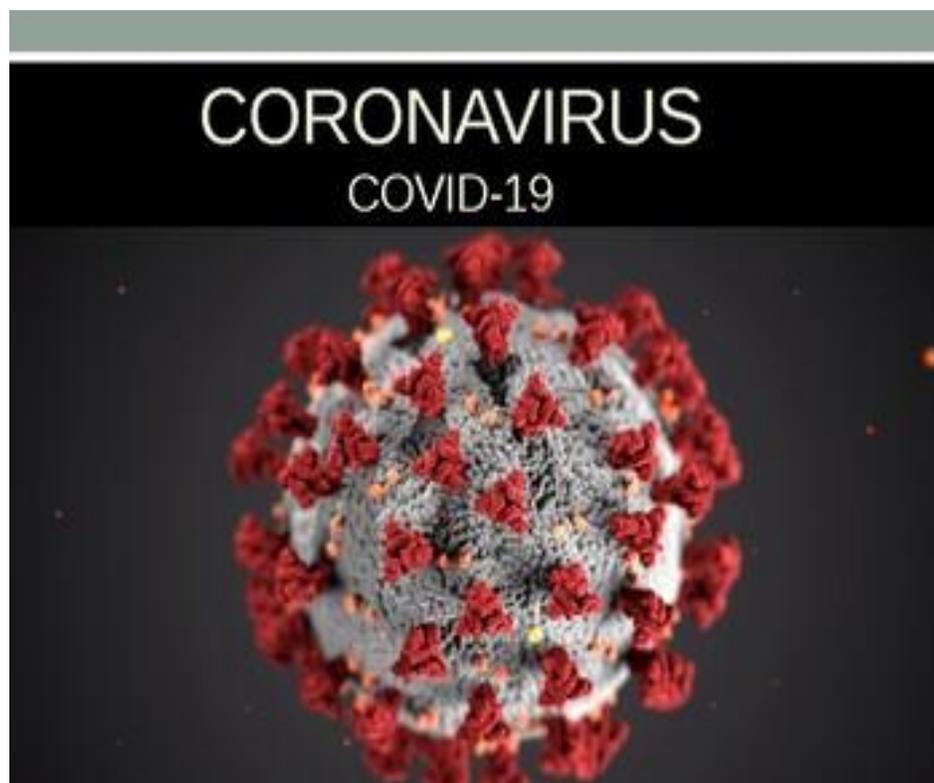


Covid - 19 Response

Incident Action Plan



6/4/2021

0900

Incident Objectives	1. Incident Name <i>Covid - 19 Response</i>	2. Date Prepared <i>6/2/2021</i>	3. Time Prepared <i>1500</i>
4. Operational Period (Date and Time) <i>6/4/2021 0900</i>			
5. General Control Objectives for the Incident (include Alternatives)			
<i>1 Health Department will monitor and provide information on Coronavirus as needed.</i>			
<i>2 Fire Dept. Operations shall be maintained to ensure Fire/EMS protection.</i>			
<i>3 Police Operations shall be conducted according to protocol.</i>			
<i>4 City Services may return as modified by policy and vetted through safety.</i>			
<i>5 Mayor will provide PIO as needed.</i>			
<i>6 Handwashing and Disinfecting equipment in all areas is a top priority.</i>			
<i>7 All agencies will address public concerns and questions as needed.</i>			
6. Weather Forecast for Operational Period			
<i>Temperature high of upper 60s - lower 90s with a mix of clouds and sun. Low temperatures will range in the mid 50's to low 70's. The potential for severe weather will occur during the operational period.</i>			
<i>☐</i>			
<i>☐</i>			
<i>Wear PPE as necessary and appropriate. Disinfect your workspace and vehicles as recommended. Handwashing is vital. Maintain social distancing when and as required per health orders and guidance.</i>			
8. Attachments (check if attached)			
<input checked="" type="checkbox"/> Organization List (ICS 203) <input checked="" type="checkbox"/> Medical Plan (ICS 206) <input type="checkbox"/> _____			
<input type="checkbox"/> Assignment List (ICS 204) <input type="checkbox"/> Incident Map <input type="checkbox"/> _____			
<input checked="" type="checkbox"/> Communications Plan (ICS 205) <input type="checkbox"/> Traffic Plan <input type="checkbox"/> _____			
ICS-202	9. Prepared by (PSC) <i>Matt Heck</i>	10. Approved by (IC) <i>ACCEPTED</i>	

ORGANIZATION ASSIGNMENT LIST			9. Operations Section			
1. Incident Name		<i>Covid - 19 Response</i>		Chief	<i>Chief Heck</i>	
2. Date		<i>6/2/2021</i>	3. Time		<i>1500</i>	
4. Operational Period		<i>6/4/2021</i>	<i>0900</i>			
5. Incident Commander and Staff			Branch Director		<i>Commissioner Argent</i>	
Incident Commander		<i>Argent/Heck/Moser</i>			Deputy	<i>Perkowski</i>
Deputy					Nursing	<i>C. Gogerty</i>
Safety Officer		<i>Director Sylvester</i>			Business Compliance	<i>Terri Argent</i>
Information Officer		<i>Mayor</i>			Division/Group	
Liaison Officer		<i>Samantha Walters</i>			Division/Group	
6. Agency Representative			Division/Group			
Agency		Name			B. Fire	
<i>Dispatch</i>		<i>Director Post</i>			Branch Director	<i>Chief Heck</i>
					Deputy	<i>Markwood</i>
					1st Shift	<i>AC Rhodes</i>
					2nd Shift	<i>AC Harbaugh</i>
					3rd Shift	<i>Capt. Knapp</i>
					EMS	<i>EMS Coord. Markwood</i>
					FPB	<i>Capt. Ganoë</i>
			C. Police			
					Branch Director	<i>Captain Peel</i>
					Deputy	<i>Lt. Carpenter</i>
					Division/Group	
7. Planning Section			Division/Group			
Chief		<i>Chief Heck</i>			Division/Group	
Health Rep.		<i>Commissioner Argent</i>			Division/Group	
Police Rep.		<i>Captain Covert</i>			Division/Group	
					D. Other City Agencies	
Assistant		<i>Linda Benson</i>			Streets	<i>Lee McBride</i>
Assistant		<i>Anita Combs</i>			Parks/Rec.	<i>Steve Pedro</i>
					Building	<i>Frank Silla</i>
Technical Specialists		(name / specialty)			Auditor	<i>Auditor Ferrero</i>
<i>Linda Benson</i>		<i>Administrative</i>			Treasurer	<i>Treasurer Slagle</i>
<i>Anita Combs</i>		<i>IT/Conferencing</i>			Waste Water	<i>Tony Ulrich</i>
<i>Samantha Walters</i>		<i>IT/Nixle</i>			10. Finance/Administration	
<i>Tom Burgasser</i>		<i>ICS Consult</i>			Chief	<i>Lori Kotigides-Boron</i>
					Deputy	<i>Chief Heck</i>
8. Logistics Section			Resources		<i>Jodi DeStefanis</i>	
Chief		<i>Dave Maley</i>			Procurement Unit	
Deputy		<i>Chief Heck</i>			Comp/Claims Unit	
Service Branch Dir.					Cost Unit	
Support Branch Dir.						
Supply Unit						
Facilities Unit					Prepared by (Resource Unit Leader)	
Ground Support Unit					<i>ACCEPTED</i>	
Communications Unit						
Medical Unit						
Security Unit						

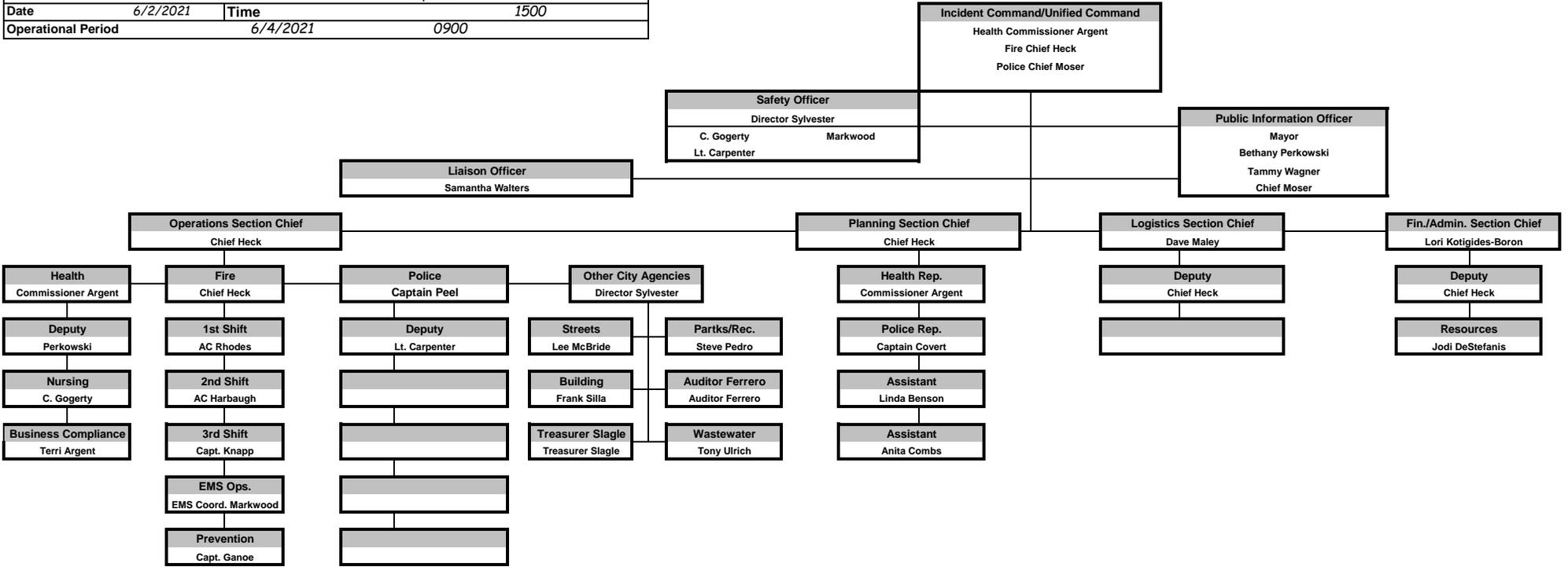
ICS Form 205

INCIDENT RADIO COMMUNICATIONS PLAN		1. Incident Name Covid - 19 Response	2. Date/Time Prepared 6/2/2021	3. Operational Period Date/Time 6/4/2021 0900 - Unspecified	
4. Basic Radio Channel Utilization					
System/Cache	Channel	Function	Frequency/Tone	Assignment	Remarks
MASSILLON POLICE DEPARTMENT	MASS PD DISPATCH	DAILY OPERATIONS	800 MHz		
MASSILLON POLICE DEPARTMENT	MPD 2	SPECIAL OPERATIONS	800 MHz		
MASSILLON FIRE DEPARTMENT	MASS FD DISPATCH	DAILY OPERATIONS	800 MHz		
MASSILLON FIRE DEPARTMENT	MFD 2	SPECIAL OPERATIONS	800 MHz		
MUTUAL AID CHANNEL	MAC - ___	INTEROPERABLE	800 mhz		
HEALTH DEPT.		CELL PHONE			
SKY WARN		MONITORING			
5. Prepared by (Communications Unit) ACCEPTED					

ICS Form 205A

INCIDENT CELL COMMUNICATIONS PLAN		1. Incident Name Covid - 19 Response	2. Date/Time Prepared 6/2/2021	3. Operational Period Date/Time 6/4/2021 0900 - Unspecified	
4. CELL PHONE UTILIZATION					
Position	Name	Status	Role		
HEALTH COMMISSIONER	TERRI ARGENT	REDACTED	IC		
FIRE CHIEF	MATT HECK	REDACTED	IC		
POLICE CHIEF	KEITH MOSER	REDACTED	IC		
OPERATIONS SECTION CHIEF	MATT HECK	REDACTED	OSC		
PLANNING SECTION CHIEF	MATT HECK	REDACTED	PSC		
LOGISTICS SECTION CHIEF	DAVE MALEY	REDACTED	LSC		
FINANCE SECTION CHIEF	LORI KOTAGIDES-BORON	REDACTED	FSC		
SAFETY OFFICER	BARB SYLVESTER	REDACTED	SO		
PUBLIC INFORMATION OFFICER	KATHY CATAZARO-PERRY	REDACTED	PIO		
LIAISON OFFICER	SAMANTHA WALTERS	REDACTED	LO		
5. Prepared by (Communications Unit) ACCEPTED					

Incident Name Covid - 19 Response	
Date 6/2/2021	Time 1500
Operational Period 6/4/2021	0900



Agency Representatives	
Agency	Name
Dispatch	Director Post

ICS-207

Technical Specialists	
Name	Specialty
Linda Benson	Administrative
Anita Combs	IT/Conferencing
Samantha Walters	IT/Nixle
Tom Burgasser	ICS Consult

Incident Action Plan

ICS 213 General Message (Overview)

Incident Name <i>Covid - 19 Response</i>	Date Prepared: <i>6/2/2021</i>	Time Prepared: <i>1500</i>
Operational Period Date: <i>6/4/2021</i>	Operational Period Time: <i>0900 hours</i>	

Message:

- 1. The City of Massillon has established an ICS with Unified Command.*
- 2. The Incident Commanders are: Health Commissioner Argent, Fire Chief Heck, Police Chief Moser.*
- 3. The Operations Section Chief is: Chief Heck.*
- 4. There will be a single operational period: from 6/4/2021 at 0900 hours until an indefinite date and time.*
- 5. Policies and procedures may change frequently and will be updated regularly.*
- 6. Between Operational Periods, interim guidance will be added as needed and command staff will be informed.*
- 7. If needed, Command and General Staff meetings will be called to discuss major interim operational changes.*
- 8. If more than 1 Command and General Staff meeting is convened during the Operational Period, discussion on returning to 1 week Operational Periods will take place at the second such meeting.*
- 9. Employees may ask questions by using the Word document contained in the IAP folder on the Q Drive*
[Operations Questions.docx](#)
- 10. Employees are expected to consult and adhere to their department specific policies and directives.*
- 11. The Governor's Orders for distancing and gathering have been modified for the duration of the emergency.*

Prepared By: <i>MATT HECK</i>	ICS Position: <i>PSC</i>
Approved By: <i>ACCEPTED</i>	ICS Position:

Incident Action Plan

ICS 213 General Message (Employee Health)

Incident Name <i>Covid - 19 Response</i>	Date Prepared: <i>6/2/2021</i>	Time Prepared: <i>1500</i>
Operational Period Date: <i>6/4/2021</i>	Operational Period Time: <i>0900</i>	

Message:

The following guidance is provided in consultation with Health Department officials and IC's:

- 1. Employees scheduled to return who are symptom free and not officially quarantined are expected to come to work.*
- 2. Hand-washing effectively and repeatedly has proven to be an effective aid to preventing contamination.*
- 3. Self-monitoring includes: taking temperatures and assessing for signs and symptoms such as cough, chest congestion, and any other contagious symptoms such as nausea and/or vomiting.*
- 4. If an employee's family member is ill: maintain social distancing which may mean self-isolation of the family member or the employee to avoid becoming ill.*
- 5. Employees who exhibit symptoms of coronavirus must stay home.*
- 6. Employees may return to work following coronavirus illness when:*
 - free of fever (without the use of medication) for 24 hours, and*
 - other symptoms have improved (dry cough is permitted; productive cough is not), and*
 - at least ten (10) days have passed since symptom onset*
- 7. Employees with questions or need case by case review may contact Christine Gogerty (Health Nurse):*
 - 330-830-1713 during business hours*
 - 330-832-9811 after hours*

<i>MATT HECK</i>	<i>PSC</i>
Approved By: <i>ACCEPTED</i>	ICS Position:

Incident Action Plan

ICS 213

**General Message (Health
Department Access)**

Incident Name <i>Covid - 19 Response</i>	Date Prepared: <i>6/2/2021</i>	Time Prepared: <i>1500</i>
Operational Period Date: <i>6/4/2021</i>	Operational Period Time: <i>0900 hours</i>	

Message:

1. *The Massillon Health Department has established the need to refer calls based on call type as follows:*

<i>MEDICAL/CORONAVIRUS QUESTIONS:</i>	<i>330-830-1714</i>
<i>CITY PROPERTY QUESTIONS:</i>	<i>330-830-1702</i>
<i>GARBAGE/NUISANCE QUESTIONS:</i>	<i>330-830-1711</i>
<i>RESTAURANT COMPLAINT/QUESTIONS:</i>	<i>330-830-1795</i>

Prepared By: <i>MATT HECK</i>	ICS Position: <i>PSC</i>
Approved By: <i>ACCEPTED</i>	ICS Position:

Incident Action Plan

**ICS 213
General Message (PPE)**

Incident Name <i>Covid - 19 Response</i>	Date Prepared: <i>6/2/2021</i>	Time Prepared: <i>1500</i>
Operational Period Date: <i>6/4/2021</i>	Operational Period Time: <i>0900 hours</i>	

Message:

- The City of Massillon has established a cache of PPE for use as needed throughout the city.*
- Daily inventory is to be completed by each department as needed.*
- In as much as possible, PPE is to be preserved for future sterilization.*
- The first listing may not include specific department items as yet:*
- The following are current supplies of PPE related items:*

<i>76,840 Surgical Masks</i>	<i>3</i>	<i>Sanicloth Wipes (cans)</i>
<i>15,390 N 95 Regular Masks</i>	<i>1</i>	<i>Sanicloth Wipes Individual (box)</i>
<i>136 N 95 Small Masks</i>	<i>3</i>	<i>Clorox Wipes (cans)</i>
<i>4,370 KN 95 Masks</i>	<i>1</i>	<i>Bottle 70% Alcohol Solution</i>
<i>1,900 Cloth Masks</i>	<i>7</i>	<i>Alcohol Wipes</i>
<i>20 Mask Ear Protectors</i>	<i>2</i>	<i>Cleaning Spray</i>
<i>1,390 Face Shields</i>	<i>7</i>	<i>Spray Disinfectant (bottles)</i>
<i>15 Tissues (box)</i>	<i>5</i>	<i>Bleach (16oz bottles)</i>
<i>50 Tyvek Suits, Large</i>	<i>3</i>	<i>Bottles Hand Sanitizer</i>
<i>25 Tyvek Suits, Medium</i>	<i>4</i>	<i>White Lotion Soap (gallons)</i>
<i>115 Gloves (boxes), XL</i>	<i>2</i>	<i>Stethoscopes</i>
<i>230 Gloves (boxes), L</i>	<i>4</i>	<i>Thermometers</i>
<i>229 Gloves (boxes), M</i>	<i>300</i>	<i>Thermometer Sheaths</i>
<i>55 Gloves (boxes), S</i>		
<i>3,137 Isolation Gowns, Large</i>		
<i>5,420 Gowns, Non-Medical Paper</i>		
<i>600 Gowns, Non-Medical Plastic</i>		
<i>750 Gowns, Non-Medical Cloth</i>		
<i>5,000 Aprons (Gowns)</i>		

Prepared By: <i>MATT HECK</i>	ICS Position: <i>PSC</i>
Approved By: <i>ACCEPTED</i>	ICS Position:

Incident Action Plan

**ICS 213
General Message (Protesters)**

Incident Name <i>Covid - 19 Response</i>	Date Prepared: <i>6/2/2021</i>	Time Prepared: <i>1500</i>
Operational Period Date: <i>6/4/2021</i>	Operational Period Time: <i>0900 hours</i>	

Message:

- 1. Agencies who experience protesters should notify Police immediately.*
- 2. Peaceful protests are not illegal.*
- 3 Where five or more persons are participating in a course of disorderly conduct in violation of Section 509.03, and there are other persons in the vicinity whose presence creates the likelihood of physical harm to persons or property or of serious public inconvenience, annoyance, or alarm; a law enforcement officer or other public official may order the participants and such other persons to disperse. (Massillon City Ordinance 509.02 FAILURE TO DISPERSE)*
- 4. Non Police Employees are directed not to confront protesters for any reason.*
- 5. Protesters are strongly advised to be tested for Covid - 19.*

Prepared By: <i>MATT HECK</i>	ICS Position: <i>PSC</i>
<i>ACCEPTED</i>	

Incident Action Plan

**ICS 213
General Message (Backups)**

Incident Name <i>Covid - 19 Response</i>	Date Prepared: <i>6/2/2021</i>	Time Prepared: <i>1500</i>
Operational Period Date: <i>6/4/2021</i>	Operational Period Time: <i>0900 hours</i>	

Message:

- 1. The City of Massillon has established the need for backup personnel to fill IC slots.*
- 2. This document is fluid and will be updated with each operational period as needed.*
- 3. In the Police Department, Moser, Covert, Peel and Carpenter will back each other up.*
- 4. In the Fire Department, Heck, Markwood and Wagner will back each other up.*
- 5. The Backup Safety Officer will be Lori Kotagides-Boron.*
- 6. The Finance Backups include: Stefanie Myers and Joanie Prine.*

Prepared By: <i>MATT HECK</i>	ICS Position: <i>PSC</i>
<i>ACCEPTED</i>	

Incident Action Plan

ICS 213 General Message (Recovery)

Incident Name <i>Covid - 19 Response</i>	Date Prepared: <i>6/2/2021</i>	Time Prepared: <i>1500</i>
Operational Period Date: <i>6/4/2021</i>	Operational Period Time: <i>0900</i>	

Message:

This directive provides guidance on preparing to return the workforce safely when authorized:

- 1. All department directors are instructed to read all facets of the current IAP.*
- 2. As employees return, each director is to communicate the following:*
 - modifications to facilities or workspaces to promote social distancing*
 - best practices to maintain a sanitary working environment*
 - best practices for employee health monitoring*
 - policies and procedures to be able to effect employee safety throughout the workday*
 - employee training to accomplish the above objectives.*
- 3. Directors should follow up with the Safety Service Director (Safety Officer) regarding same.*
- 4. Individual events will be considered as they are allowed by the Governor and modified for best practices in terms of safety.*
- 5. ICS 213 Guidance includes department specific "return to Work" plans, policies and procedures.*
- 6. Employees are directed to follow all policies/procedures in their department "Return to Work" plans.*
- 7. Future IAP's will contain additional guidance regarding recovery.*

<i>MATT HECK</i>	<i>PSC</i>
Approved By: <i>ACCEPTED</i>	ICS Position:

Incident Action Plan

ICS 213 General Message (Guidance)

Incident Name <i>Covid - 19 Response</i>	Date Prepared: <i>6/2/2021</i>	Time Prepared: <i>1500</i>
Operational Period Date: <i>6/4/2021</i>	Operational Period Time: <i>0900</i>	

Message:

This area details access to employee guidance through hyperlink or through supporting documents:

1. City of Massillon Declaration of Emergency	City of Massillon Emergency Declaration
2. City of Massillon Emergency Operations Plan	Massillon Emergency Operating Plan.docx
3. Massillon Fire Department current IAP	
4. Governor's Required Workplace Poster (Massillon Action Plan)	Massillon Action Plan-Most Recent Update.pdf
5. Education/Travel Permission Form	Education and Travel permission form.pdf
6. Executive Order on Spending	Executive Order 2020-2.pdf
7. Injury Report - Fillable PDF	Injury Illness Incident Form - Fillable PDF.pdf
8. Updated Sick Policy per Safety Director 5-5-2020	SSD re sick policy 05.25.2021.pdf
9. Covid-19 Unemployment Filing Instructions	Unemployment Instruction for Filing COVID-19.p
10. Covid-19 Unemployment Mass Layoff # Guidance	Unemployment MassLayoff #.pdf
11. Statement on Covid - 19 Scams	Statement on COVID-19 Scams.doc
12. COVID-19 Department Standards Effective 6/2/2021	2021.pdf
13. Solicitor Permit Press Release & Guidance	Solicitors permit 6.8.2020.pdf

For those unable to access the above hyperlinks, the following documents are available in PDF format as follows:
Supporting Documents # 1: [1, 4, 5, 6, 8, 9, 10, 11](#)

The following documents (by number as listed above) are available through email on request:
2, 3, 7

<i>MATT HECK</i>	<i>PSC</i>
Approved By: <i>ACCEPTED</i>	ICS Position:

I